

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DNR0624223
POSITION NO: 242444
CLASS CODE: 2003

Date Posted: 10/24/11
Closing Date: 11/04/11

POSITION TITLE: Statistical Technician

DEPARTMENT NAME: Division of Natural Resources/Agriculture Department

DEPARTMENT NO: 62 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A

Days: Mon.-Fri.

Permanent: ☒

SALARY:

Hours: 8:00am -5:00pm

Temporary: ☐

Duration: \$ 20,862.40 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 10.03 Per Hour

DUTIES AND RESPONSIBILITIES:

Ability to gather, collect, assemble and compile data from a variety of sources and formats; establish a quality assurance system for the data collected with a verification process; able to summarize and report on data; draw conclusions from the information and report on materials both verbally and through documentation; develop communications with livestock owners, grazing officials, land and farm board members for community education and outreach on the data collection and application process; maintain files on completed and incomplete applications

Enter data into two secured web-based data systems; maintain and track all information added to the systems - date and time; utilize street atlas software or google earth for mapping; review and edit data to provide complete and accurate information; resolve all incomplete applications and clarify GPS coordinants as needed; compile tag incentive administration for qualified registered applicants; obtain field GPS measurements if needed to complete applications

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma and or GED;

Experience:

Two (2) years experience in collection and recording of statistical data or an equivalent combinatino of education, training and experience which provides the capabilities to perform the described duties. **(to receive full credit for education applicant must submit copies of transcripts, degrees, current certificates, etc.)**

Must submit(4) current recommendation letters supporting the applicant's background, experience and good work ethic.

Computer literate. Microsoft word, Microsoft excel two years mimium experience, knowledge of street atlas software. Ability to communicate and ask questions of livestock owners and community membership.

License/Certification Requirements:

Applicant must possess a Valid State Drivers License and obtain a NN Operators Permit within 90 days of employment.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99